

**STATE OF MONTANA**  
**SECRETARY OF STATE**  
**RECORDS MANAGEMENT BUREAU**  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **NON-RECORD MATERIAL**

General  
Schedule Number ▶ **9**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	DISPOSAL REQUEST NOT NECESSARY FOR THESE RECORDS					
1	Catalogs, Journals & Other Published Materials	Agency				Destroy when they have served their purpose
2	Photo Copies of Bulletins & Correspondence prepared for reference or information	Agency				Same as item 1
3	Notices & Memoranda that do not relate to the Agency's functions or responsibilities (employee meetings, community notices, holiday, etc.)	Agency				Same as item 1
4	Preliminary drafts of any report, letter, memoranda or worksheet	Agency				Same as item 1
5	Reproduction material: Stencils, Hectographs, Offset Plates	Agency				Same as item 1
6	Routing Slips	Agency				Same as item 1
7	Shorthand notes, Steno-tapes & Recordings which have been transcribed	Agency				Same as item 1
8	Telephone messages, "while you were away" slips, or other forms used to convey non-policy messages	Agency				Same as item 1
9	Stocks of Agency publications & printed documents which are superseded or updated	Agency				four copies to State Library